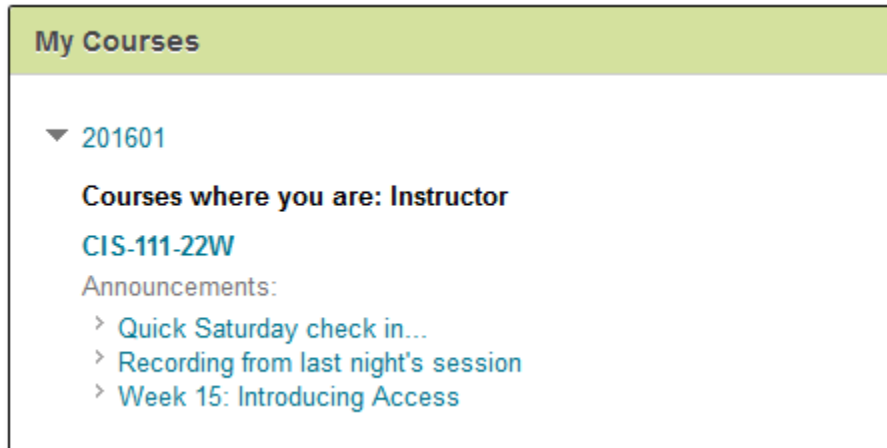


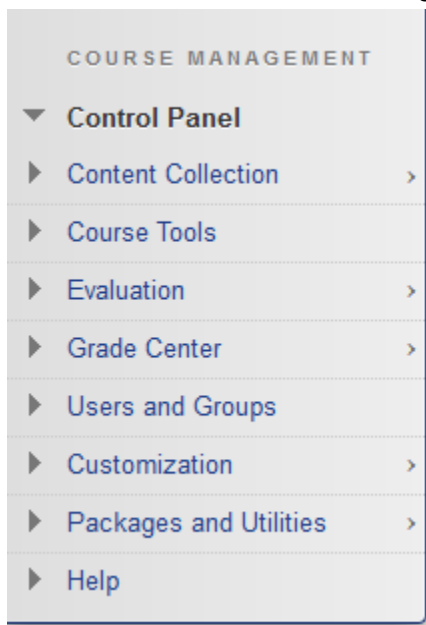
Courses shall remain within the Bristol Community College eLearning for a period of 18 months. After which they are identified and marked for deletion.

These instructions are intended for faculty that wish to keep a local back up of their gradebook for archival purposes.

1. Go to: [Bristol Online Learning](#)
2. Login using **accessBCC** username and password
3. Select course from **My Courses**:



4. Left hand side under **Course Management** select **Grade Center**:



5. Select **Full Grade Center**:

▼ **Grade Center** >

- Needs Grading
- Full Grade Center
- Assignments
- Discussion Boards
- Tests

6. Select **Work Offline**:

Filter Work Offline ▼

7. Next select **Download**:

Filter Work Offline ▼

Upload

Download

8. Under **Data** ensure that **Full Grade Center** is selected:

DATA

Items with Anonymous Grading enabled will not be included in the download.

- Select Data to Download
- Full Grade Center
 - Selected Column
 - User Information Only

9. Under **Options** ensure that the following settings are applied:

OPTIONS

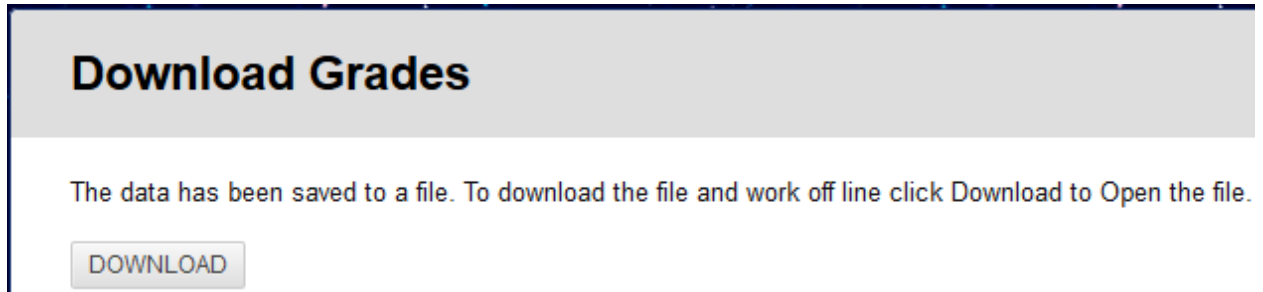
Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Do not use the comma delimited type if you are importing to third-party applications that do not support Excel.

- Delimiter Type
- Comma
 - Tab
- Include Hidden Information
- Yes
 - No
- Hidden information includes columns and users that have been hidden from view.

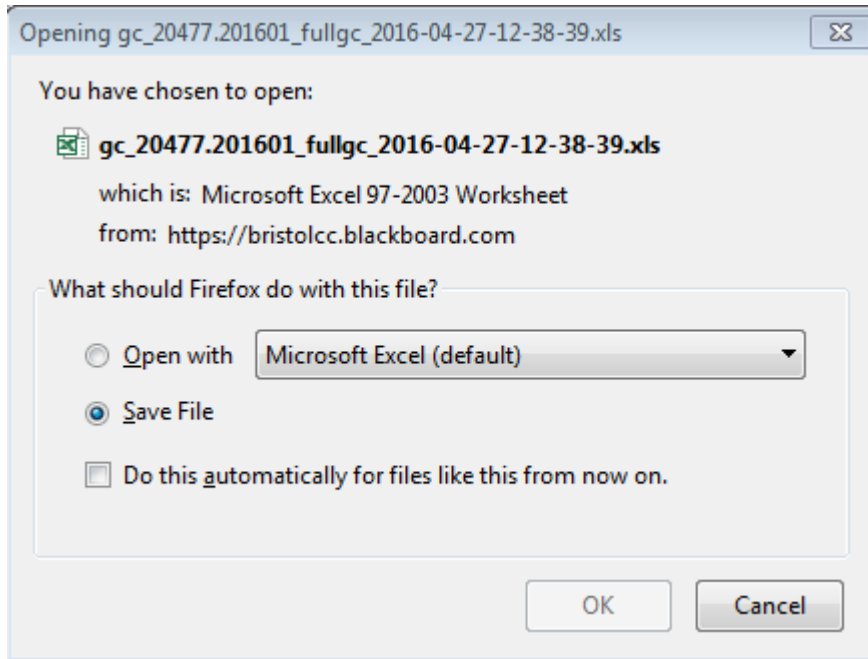
10. Select **Submit** at the bottom of the page:

Cancel Submit

11. You'll now land on the **Download Grades** page, select **Download**:



12. Select **Save File** and then click **OK**:



13. Locate the file that was downloaded and place it in a safe location. This export is the backup of your gradebook. Should you have any questions please contact CITE@bristolcc.edu